

# “CACFP Plus!”

**Description:** This workshop is designed for any agency participating in the CACFP specifically for key staff that already have a solid understanding of Program requirements. This workshop begins with a very basic overview of all required topics to meet the annual training requirement for veteran staff. After the summary of the basics, the topics will vary from one year to the next. In 2006 the focus will be on Fresh Fruits and Vegetables, Safety and Sanitation in the Kitchen, and Dealing with Difficult People, Situations, and Conflict in the Workplace. (New agencies and/or new workers are welcome to attend this workshop though new agencies and/or individuals are strongly encouraged to also attend a “Basic Training” session or participate in other methods of training provided by the State agency.) There is no charge for this CACFP workshop.

**How to Register:** Please register using the registration form by mail, fax, or email. The registration form is available from the Child and Adult Nutrition Services (CANS) office.

## **Things to Consider:**

- Pre-registration is required. Registrations should be mailed at least 20 days prior to the training date. All registrations will be acknowledged by the CANS staff.
- Plan to arrive at least 15 minutes prior to the start of the workshop.
- Due to variations in temperature in meeting rooms, we suggest dressing in layers of clothing so you can adjust for your comfort.
- The Department of Education is not able to provide refreshments, so please plan accordingly.
- Please notify our office at (605) 773-3413 if any participants require a sign language interpreter, alternate formats of printed materials, or wheelchair accessibility. Two weeks advance notice is required.
- If bad weather is a possibility, call our office at (605) 773-3413 to confirm that the training will be held.

**Your Responsibilities:** Workshop participants are responsible for learning about their organization’s responsibility for participation in the CACFP and sharing the requirements with the organization (including board members) when they return to the center.

**Certificates:** Attendance will be taken at each session. Following the workshop, each participant will receive a certificate indicate the number of hours of attendance at the CACFP workshop.

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<b>Workshop Hours</b>	<b>Session Topics</b>	<b>Description</b>	<b>Who Should Attend</b>
8:00-8:15	<b>Registration</b>	N/A	All participants for the workshop
8:15-8:45	<b>Opening Session / Ice Breaker</b>	This session provides an opportunity to meet other participants and learn the “ins” and “outs” of the workshop location.	All participants for the workshop
8:45-9:45	<b>CACFP Basics</b>	This session will be an <u>overview</u> of all of the basic requirements for participation in the Child and Adult Care Food Program.	Veteran staff members that have a good understanding of the requirements but need just the annual review that is required by the regulations
9:45-10:00	<b>Networking Break</b>		
10:00-11:00	<b>CACFP Basics (continued)</b>	A continuation of the <u>overview</u> of all of the basic requirements for participation in the Child and Adult Care Food Program.	Veteran staff members that have a good understanding of the requirements but need just the annual review that is required by the regulations
11:00-11:45	<b>Fresh Fruits and Vegetables</b>	This session will be a presentation of resources available to help promote the consumption of fresh fruits and vegetables.	Everyone
11:45-1:00	<b>Lunch Break – on your own</b>		
1:00-2:45	<b>Safety &amp; Sanitation in the Kitchen</b>	In this session participants will learn basic food handling techniques as well as practical steps that can be taken to promote safety in the kitchen.	Staff members who handle, cook, or serve food as well as any individuals that may have access to the kitchen facilities and/or cleaning supplies
2:45-3:00	<b>Networking Break</b>		
3:00-5:00	<b>Dealing with Difficult Situations, People and Conflict in the Workplace</b>	This session will provide managers and supervisors with the tools needed to deal with difficult people or situations and know how to respond constructively when conflict does occur.	Management or supervisory staff